

# **Embassy of the United States of America Bamako, Mali Management Notice**

**MANAGEMENT NO.:** S13-016

**DATE:** February 20, 2013

**SUBJECT:** ANNOUNCEMENT NUMBER: 13-008

**OPEN TO:** All Interested Candidates

**POSITION:** Procurement Supervisor  
FSN-10, FP-5  
FSN-9, FP-5 trainee level may be established depending on qualifications and experience

**OPENING DATE:** February 20, 2013

**CLOSING DATE:** March 6, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Ordinary Resident (OR):  
\*\*9,461,487 CFA per year–FSN-10  
\*\*8,237,452 CFA per year –FSN-9 (trainee level may be established depending on qualifications and experience)  
(\*Starting salary before benefits and allowances)  
  
\*Not-Ordinarily Resident (NOR):  
\$50,043 per year-FP-5

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bamako is seeking an individual for the position of Procurement Supervisor in the General Services Section.

## **BASIC FUNCTION OF POSITION**

The Procurement Supervisor is the principle Locally Employed Staff (LES) assistant to the American Contracting Officer (CO) and advises on U.S. acquisition legislation, policies, regulations, and procedures. The incumbent supervises and directs the operations of the GSO Procurement Unit, which provides a full-range of procurement services to the six serviced agencies at the U.S. Mission in Bamako, Mali. The incumbent's responsibilities are wide-ranging, covering all activities related to the preparation, solicitation, selection, and administration of procurement activities. His/her oversight of acquisition process management includes major contracts, blanket purchase agreements, and purchase orders. S/he has U.S. Government Purchase Card authority and supervises up to five LES procurement agents. S/he is a subject-matter expert and assists the CO in the analysis and resolution of complex procurement issues.

## **MAJOR DUTIES AND RESPONSIBILITIES**

The incumbent is responsible for:

- Overseeing all stages of the procurement process, from initial customer requests through selection of vendors, preparation of contract documents, and processing of invoices upon receipt of supplies and services.
- Ensuring the entire contracting process – from development of scopes of work and solicitations to pre-award briefs with prospective bidders to contract award and contract administration – complies with all USG regulations and policies.
- Overseeing the maintenance of procurement files, correspondence, reference materials, and current regulations publications in the procurement library.
- Directing the management of the Procurement tracking system and the Procurement Integrated Logistics Management System (ILMS) Ariba program, including advising customers on ILMS.
- Providing daily supervision to the entire Procurement unit and directing mid- and long-term planning and development for the Procurement Unit.
- Managing directly the largest and most complex procurement and contracting actions.
- Undertaking special projects and other procurement actions as directed by the Contracting Officer or the Head of Contracting Activities.

**A copy of the complete Position Description listing all duties and responsibilities as well as the application are available in the HR office.**

## **QUALIFICATIONS REQUIRED**

- A University degree in business administration, logistics, operations management, supply chain management, marketing, acquisitions management, contract management, public administration, or law;

- At least five years of progressively responsible experience in procurement, of which 2 years should have been in a supervisory role. Two years of this experience should be with a U.S. government agency or an international organization;
- Level IV English and French (English proficiency will be tested);
- Strong computer skills (Microsoft word, Excel, internet search ability);
- Highly organized, self-motivated;
- Ability to work independently, take initiative, work under pressure and meet deadlines;
- Ability to write and edit long technical documents;
- Strong skills in organizing, bargaining, negotiating, accounting, translating, interpreting, and communicating.

## **SELECTION PROCESS:**

When fully qualified, U.S. Citizens Eligible Family Members (USEFMs) and U.S Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174), which is available at <http://mali.usembassy.gov/about-the-embassy/job-opportunities.html> or at the U.S. Embassy's main entrance;

2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **plus**
3. Any other documentation (e.g., copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

Human Resources Office - [HROBamako@state.gov](mailto:HROBamako@state.gov) or at the U.S Embassy's main entrance  
Attention: Human Resources Officer  
American Embassy, B.P. 34, Bamako, Mali.

**POINT OF CONTACT**

HRO: 2070- 2511/2316 /2314 FAX: (223) 2070-2348

**CLOSING DATE FOR THIS POSITION: MARCH 6, 2013**

The U.S. Mission in Bamako, Mali, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## ***APPENDIX A: DEFINITIONS***

1. \*Non-Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

2. \*Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with LCP.

## ***APPENDIX B***

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References